

RCHS-AN (AECF)

SUBJECT: ARMY Medical Department (AMEDD) Enlisted Commissioning Program (AECF) FY 2015 Information and Application Guidelines

AMEDD Enlisted Commissioning Program Guidelines For ARMY Enlisted Personnel



FY 2015



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I. Facts.

VERY IMPORTANT: Applicants wishing to apply for the FY 15 AECF board must contact local AMEDD recruiter. AMEDD recruiter will assist with packet preparation and submission.

A. The **AMEDD Enlisted Commissioning Program (AECF)** provides eligible Active Duty, Reserve, National Guard or AGR ARMY SOLDIER's the opportunity to complete a Bachelors of Science in Nursing (BSN) and receive a commission in the Active Duty component of the ARMY Nurse Corps. Participants continue to receive full enlisted pay and allowances while participating in the program up to 24 consecutive months of enrollment. AECF is a fully funded program which covers tuition costs up to \$9,000 per academic year. Additionally participants receive \$1,000 book allowance every academic year. Program acceptance will result in a full cost move (PCS) to school of acceptance if necessary.

B. Application deadline for FY 15 is **1 July 2014**. Selection board will convene 26-28 August 2014. Exceptions for late applications will be considered only for deployed (OCONUS) applicants.

* All graduates will have a construction credit as 66H equal 00-00-002LT

** Packets will not be boarded pending call outs or waivers and only eligible packets will be boarded at that time.

II. Eligibility.

A. Must be an enlisted member of any Army component with a **minimum of 3 years** active military service and **no more than 12 years** of active service at time of commissioning (**waiverable**). Reserve and National Guard component soldiers must have less than 12 years of active federal service (**waiverable**) and be fully MOS qualified (IAW the Active Component requirements) at the time of application. Soldiers must also minimally, hold the grade of E-4 at the time of the board (**non-waiverable**). Activated, Mobilized and IRR soldiers are not eligible to apply to AECF.

B. Active Component soldiers must obtain a conditional release from their Branch Manager at Human Resources Command (HRC) prior to the board convening. Memorandum signed by their respective branch granting a conditional release must accompany application packet. The soldier may also

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provide Human Resources Command with the AECPP Program Director's contact information for HRC's verification.

C. General Technical (GT) Score of a 110 or above on the ASVAB is required (Non-waiverable). Soldier must ensure that the most current score is reflected on their Enlisted Record Brief (ERB).

D. 3.0 GPA cumulative is required (Non-waiverable). Any applicant who previously filed for **academic bankruptcy** is disqualified.

E. The AECPP applicant eligibility and medical qualification requirements:

a. Eligible for appointment as a Regular ARMY commissioned officer under the provisions of AR 601-100.

b. Medically qualified for commissioned officer appointment **IAW AR 40-501, Chapter 2** and in compliance with the height/weight requirements of **AR 600-9**. If required, a current "Body Fat Content Worksheet" (DA 5500 or DA 5501) will be included (certified true copy reviewed by the physician performing the physical).

Note – Temporary and P3 profiles are not eligible to apply to the AECPP, Waivers will not be considered. P2 profiles require a waiver and will be considered on a case-by-case basis. The waiver approval authority is the USAREC COMMAND SURGEON, HQ, USAREC.

c. Incomplete physicals will not be processed. The physical exam must be a Commissioning Physical IAW AR 40-501, Chapter 2. This is not the same as a Periodic Health Assessment (PHA) or Chapter 3 Retention Physical. (*Please provide this section of the guidelines to the physician performing the Chapter 2 Physical*). Completed commissioning physicals submitted must include all labs, drug screen, hearing exam, and supporting documentation. Physical must be less than 1 year old at the time of the board.

d. Medically eligible before and after the board as well as during school enrollment and before commissioning. Pregnancy or other changes in physical status during the program **MUST** be reported to the AECPP Program Director **immediately**. Changes in physical status may require a new Commissioning Physical and/or a waiver process. Failure to do so will result in immediate removal from the program.

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e. Soldiers will be required, prior to the completion of the program, summer of their Junior and Senior year, to complete another commissioning physical and must still be fully qualified IAW Chapter 2 of AR 40-501. Soldiers will not be authorized to begin their Senior year until an approved physical is received by the Program Director.

F. Age-in-grade waiver will be required for any applicant over the age of 32 at time of commissioning. See example of MFR to request these waivers under Appendix C Tab 1. An exception or waiver to the provision of 10 U.S.C subsection 532(a)(2) and AR 601-100 par 1-9 for those Soldiers that will be over the age of 42 **is not** authorized, non-waiverable.

G. Sound, working knowledge of written and spoken English language is required prior to boarding. Soldiers who are native to Guam, Puerto Rico or for whom English is not their primary language, must meet the English Language Comprehension standard as defined by a minimum score of 90 on the ECL Test or ALCPT and achieve an OPI rating of 2 plus in Comprehension and 2 in Speaking as prescribed by AR 621-5, paragraph 10-2d(2).

H. US Citizens is required at time of application.

I. Previous participants in the AECF that were removed from the program for ANY REASON will be considered on a case-by-case basis through waiver protocol.

J. Applicants will not be considered if currently attending or scheduled to attend MOS training as a result of an approved reclassification, enlistment or reenlistment contract. However, if scheduled to attend training, soldiers may request cancellation of a voluntary reclassification or waive the reenlistment contract IAW AR 601-280. **You must extend or re-enlist to have at least 72 months of time remaining on Active Duty prior to orders being received to start in the AECF at your chosen university.** Soldiers will retain their current rank/pay grade (unless promoted while in AECF) until commissioning. Participants that are in a promotable status and their promotion sequence number or cutoff score is reached may be promoted while in the AECF. **All AR, ARNG and AGR applicants will have a grade determination done by HQ USAREC prior to MEPS processing. In some cases there may be a reduction in rank due to MOS Grade strength requirements. Additionally, IAW AR 601-210 Section 3-8c(2) all AR, ARNG and AGR applicants who are single parents are ineligible to apply for the AECF. NO WAIVERS WILL BE GRANTED.**

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III. School Selection / Acceptance.

A. Participants may only attend a school that not only meets all of the requirements of the AECF for school attendance but, is also within a **100 miles** radius of a **Military Treatment Facility (MTF)**.

B. If selected students will be assigned to the **AMEDD Student Detachment** (Fort Sam Houston, TX) with duty at your college/university. You must ensure that the college/university understands that you must be given the **in-state tuition rates**. Schools will normally honor in-state tuition rates pending submission of a copy of your orders with duty at university. A signed letter from the Bursar of the University stating tuition will not exceed over \$9,000 must be submitted with or included in Unconditional Letter of Acceptance (Non-Waiverable).

Note: The following schools are not authorized for attendance under the auspices of the AECF; any school with NCLEX pass rate equal to or below 89%.

1. Schools in Puerto Rico to include the Inter-American University of Puerto Rico.
2. Troy University of Troy, Alabama (all campuses).
3. Hampton University of Hampton, VA (all campuses).
4. University of Phoenix.

The AECF selectee may be re-directed to attend a university other than their primary choice by the AECF Program Director.

C. **ARMY funding for tuition will not exceed \$9,000 per academic year (no exceptions).** Additionally, you are not authorized to privately fund tuition cost above the **\$9,000**. The university must provide a letter of understanding to waive the cost of tuition above the **\$9,000** in order for you to attend the school. Any such waiver must be explicit in that it will keep the tuition cost of their program under the current \$9K per year tuition cap and will cover the entire 24 months that the Soldier will be attending. The use of the MGI Bill, Post-911 GI Bill or any other types of Grants, Tuition Assistance or Student Loans is specifically NOT authorized for use while participating in the AECF **(NO EXCEPTIONS)**.

You are required to maintain full-time student status during each semester and during the summer with your respective school completing required courses. If your school does not offer summer classes you must be ATTACHED to a unit or on LEAVE through the AMEDD Student Detachment. The attachment orders and leave will be coordinated through AMEDD Student Detachment (ASD) Program Manager at Fort Sam Houston, TX.

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All classes must be in residence (NO ONLINE CLASSES). The AECF will not fund elective courses that are not required for conferral of the BSN. Under the AECF it is specifically prohibited to be taking any classes other than upper division Nursing specific courses while you are in the program. Failure to abide by the above will result in immediate removal.

D. The selected school must be accredited by an agency recognized by the U.S. Secretary of Education. The two accrediting agencies are the Accreditation Commission for Education in Nursing (**ACEN**) and the Commission on Collegiate Nursing Education (**CCNE**).

E. School programs must be taught in English only.

F. University must have a “first time” NCLEX pass rate of 90% or higher.

G. Applicants must have a **minimum** of a **3.0 GPA** overall (non-waiverable). Soldiers are also required to maintain a minimum overall GPA of 2.5 or above for the entire length of their program. Be advised that your school of attendance may have a higher requirement.

H. Required classes tend to “**vary**” with each school. The AECF Program does not govern what each school’s prerequisites will be. The following courses are required at “**most**” nursing schools prior to enrollment into the upper division BSN program:

Math/Statistics - 6 hours

Natural Sciences - 23 hours (Anatomy and Physiology, Chemistry w/lab, Micro-Biology w/lab)

Social Sciences - 9 hours (Psychology/Sociology/Growth and Development)

English - 6 hours (must include English Comp)

Humanities - 3 hrs (Literature/Philosophy)

History - 6 hours

IV. Requirements at Time of the Board.

A. Soldiers if selected, who are planning on starting into the AECF in **Jan or Feb of 2015**, must have:

a. An **Unconditional Letter of Acceptance** that clearly and definitively states that you have been accepted into the BSN

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program and that all lower division pre-requisites have been met.

All lower division pre-requisite classes (i.e. English or foreign languages, Biology, Math, Humanities, World Literature, History, etc.) must be completed prior to entry into the AECF. **The AECF also, will not fund any non-Nursing elective courses. The letter of acceptance must also state the following:**

- (i) Start date of classes Day/Month/Year
- (ii) Projected date of graduation Month/Year
- (iii) ACEN or CCNE accreditation status
 - (aa) Last accreditation date
 - (bb) Accreditation through date
- (iv) Tuition Cost per semester, schedule of fees, books, etc.
 - (aa) This information may also be listed as a separate document but must be specifically addressed to you. Must state tuition cost meet the \$9,000 per semester AECF cap.

b. A DA 2125 completed and signed by a School of Nursing Academic Advisor detailing the Plan of Study while in the program. Your plan of study (DA 2125) must show that you will only be taking upper-division nursing specific courses. The DA 2125 must show the specific start date of classes as well as at a minimum the projected month and year for graduation. You must also be within **24** consecutive calendar months or less (**non-waiverable**) of obtaining a Bachelors of Science in Nursing (BSN) in a program that is accredited by the Accreditation Commission for Education in Nursing (**ACEN**) and/or the Commission on Collegiate Nursing Education (**CCNE**) (**non-waiverable**). The academic and clinical curriculum must be in English and prepare graduates for the NCLEX-RN licensure exam. **All course work must be in classroom setting. Online programs are not authorized (non-waiverable).**

B. Soldiers that if selected, and are planning on starting into the AECF in the **Summer/Fall of 2015 (May through Sept)**, must have the following at the time of the board:

a. A Conditional Letter of Acceptance that clearly states what, if any, pre-requisites must be met prior to receiving an Unconditional Letter of Acceptance (ULA). Soldiers must have at the time of the board 9 Semester Hours (SH) or fewer total remaining pre-requisites. The CLA must also state the specific date for the start of classes and the projected graduation date (Month/Year). These Soldiers must then if selected, provide the AECF Director, NLT than **60 days** prior to the start of classes

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An **Unconditional Letter of Acceptance** that clearly and definitively states that you have been accepted into the BSN program and that all lower division pre-requisites have been met.

b. A **DA FORM 2125** completed and signed by a School of Nursing Academic Advisor detailing the Plan of Study while in the program. Your Plan of study (DA 2125) must show that you will only be taking upper-division nursing specific courses. DA 2125 must show the specific start date of classes as well as at a minimum the projected month and year for graduation. You must be within **24** consecutive calendar months or less **(non-waiverable)** of obtaining a Bachelors of Science in Nursing (BSN) in a program that is accredited by the Accreditation Commission for Nursing Education (**ACEN**) and/or the Commission on Collegiate Nursing Education (**CCNE**) **(non-waiverable)**. The academic and clinical curriculum must be in English and prepare graduates for the NCLEX-RN licensure exam. **All course work must be in classroom setting. Online programs are not authorized (non-waiverable).**

IV. AECF Application Assembly:

A. Step #1

a. The applicant should notify the local AMEDD Recruiter of their intent to apply for the AECF. The applicant will visit the AECF website for access to program guidelines, packet preparation and example forms. The recruiter will assist in the application process and board packet preparation. Recruiter will collect packet from applicant and upload documents into DCA and complete callouts to ensure complete board packet. **Incomplete packets will not be boarded.**

b. **All forms will be filled out electronically (Typed on computer), digitally signed** and sent as a hard copy when the application is complete. The DA 61 must list all schools that you have attended. Transcripts should be requested at this time for each of those schools. The schools may be carried over into the page 3 remarks if needed and schools listed must match those listed on the UF 1235.

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B. Step # 2 Pre Board - Application Documents

a. Application QC Check list USAREC Form 1276. This is to be placed in front of Tab #1. These forms are found on the AECF web page in the AECF Application Process folder.

b. The UF 1276 Will be filled out electronically (Typed on computer), digitally signed by both the applicant and their Company Commander (O-3 or above). See example Appendix (B)

V. Post Board Responsibilities:

A. Once notified of acceptance into the AECF, applicant must send post board documents to Program Director. Program Director will make contact to ensure all post board requirements are fulfilled prior to requesting an RFO. **The AECF Program Director will initiate final Human Resources Command clearance for all selectee's and alternates.** Human Resources Command will provide final authority for AECF selectee's to start full time study.

B. Soldiers both Selected and Alternates must keep the AECF Director at USAREC informed of all changes to their eligibility status. Such changes may include, but are not limited to.

a. Inability to complete required prerequisites and/or start their academic program within the FY of selection.

b. Inability to obtain an "Unconditional Letter of Acceptance" at least 90 days prior to start at the expected school of attendance.

c. Changes in Physical status to include pregnancy.

d. Changes in Moral Eligibility to include Law violations and UCMJ.

e. Any Flagging actions i.e. weight, APFT failure, etc.

f. All other changes or potential reasons for delay

***SOLDIERS with EFMP family members need to be aware that they will have to meet additional requirements of HRC and the EFMP i.e. facilities and care available at the gaining installation. EFMP needs to be updated if needed to ensure that there is no delay in processing of orders.

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VI. Post Board Requirements:

A. USAREC Form 1276-A Post Board Application Checklist

a. Use the USAREC form 1276-A "Application Checklist" to ensure that the "Post Board" documents folder is complete. This form will be filled out electronically (typed on computer), digitally signed (using Common Access Card(CAC) by both the SOLDIER and their Company Commander in the grade of O-3 or above. SOLDIERS must have this done within 60 days of starting their program, and no later than 31 July or they may be removed from select status.

B. Unconditional Letter of Acceptance

a. Each letter of acceptance from a school MUST specify:

- (i). Unconditional acceptance to an accredited nursing program (BSN) as a full time student on school of Nursing letterhead.
- (ii). Any conditions to acceptance (specifically described). Unconditional letter must state NONE.
- (iii). Expected start date (day/month/year).
- (iv). Expected graduation date (day/month/year) minimally must show month/year.
- (v). A statement that the student can complete the program in 24 consecutive calendar months or less.
- (vi). BSN producing accreditation (CCNE, NLNAC) and the date that the last accreditation was accomplished (month/year).
- (vii). Projected Cost of Program (PCP): Projected cost of program must be accomplished either by a breakdown of cost per hour, per semester or total cost of the program. This cost breakdown must be calculated at in-state tuition rate. The cost of books is reimbursed for up to \$1,000 per year for a maximum of two (2) years and does not need to be included in this breakdown. Optional fees should not be included in this breakdown and will not be paid for by the AECF. If the total amount tuition is above the \$9,000 per year limit and the school is willing to waive the excess, the the school must state as

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such in the letter of acceptance and that the waiver is for the entire length of the program.

NOTE- The use of the MGI Bill, Post-911 GI Bill or any other types of Grants or Tuition Assistance is specifically not authorized for use while participating in the AECF **(NO EXCEPTIONS)**.

C. Program Course breakdown

a. The **DA Form 2125 (Report To Training Agency)** will be utilized for this requirement. All classes that the SOLDIER will be taking must be listed in a by semester format to include the number of Semester Hours (SH). The From and To dates for all Semesters of attendance must be filled in.

(i). All classes will be 3rd and 4th year classes only i.e. NURSG 300 or NURSG 400. Classes such as ENG 101/102, HIST 101/201, HUM 101/201, etc. are considered to be pre-requisites that the soldier must have already completed prior to starting into their respective program¹.

(ii). The SOLDIER must maintain a full course load as defined by the school attending while in the AECF otherwise they will be subject to being placed on attachment orders to the nearest Army installation or place on leave at the discretion of the Program Director.

b. Once you are in the AECF the DA 2125 must be submitted to Program Director (PD) within 10 days of completion of each semester. Page one and two of DA 2125 must be completed in its entirety to include advisors signature. Failure to submit the DA 2125 to the PD may result in disenrollment from the AECF program.

¹ Soldiers participating in the AECF that are found to be attending classes that were not a part of their original Plan of Study (DA 2125) are subject (at the discretion of the Program Director) to immediate removal from the program as well as recoupment through DFAS of all funds expended for tuition and books from the start of the program up to the date of removal from the program.

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D. USAREC Form 1281 AECF Contract

a. Witnessing Officers will ensure that SOLDIERS have read, understood and have completed all items on the form prior to signing. The UF 1281 will be signed by the SOLDIERS first Commanding Officer in the grade of O-3 or above unless the SOLDIERS current unit policy requires a higher level signature i.e. Battalion Commander, etc.

E. USAREC Form 1280 Statement of Understanding

a. Witnessing Officers will ensure that Soldiers have read, understood and have completed all items on the form prior to signing. The UF 1280 will be signed by the SOLDIERS first Commanding Officer in the grade of O-3 or above unless the SOLDIERS current unit policy requires a higher level signature i.e. Battalion Commander, etc.

F. Any updates and/or changes to eligibility

a. This is for any items required to ensure your continued program eligibility i.e. updated physical, promotion orders, etc.

b. Active Component SOLDIER's must also include a copy of their last PCS orders.

VII. USAR/ARNG and AGR applicants Additional Requirements

A. USAR SOLDIERS must have a DD Form 368 signed IAW current OCAR policy dated 24 July 2008 which states that for Soldiers with more than 24 months in the Selected Reserves approval/disapproval authority rests with the Major Subordinate Command (MSC) who may delegate it to the first General Officer in the soldiers chain of command. Note this only applies to USAR SM's. For Soldiers with less than 24 months in the selected Reserves the approval authority rests with HQ, USARC.

B. AGR soldiers must be released from Active Duty (REFRAD).

C. USAR/National Guard and AGR soldiers must contact the nearest Enlisted Recruiting Station for assistance with processing back into the Active Duty component.

a. Ensure that the Program Director is provided with all contact information for the Recruiting Station commander and Recruiter. Enlisted Recruiting Station must then build the AECF Soldier into their database system and

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schedule the soldier for enlistment with the nearest Military Entrance Processing Station (MEPS). At least 48 hours not including holidays or weekends prior to arriving at MEPS, the Recruiter will initiate a Grade Determination workflow (through their Battalion Operations to HQ US ARMY Recruiting Command (USAREC)) on the soldier to determine if the soldier is MOS Qualified (MOS-Q) IAW Regular ARMY standards and current MOS end strengths. Soldiers should be aware that they may lose rank upon entry back onto Active Duty Status. Soldiers will **not take** another physical at MEPS as part of the processing.

NOTE: Soldiers must continue to meet all of the initial requirements for eligibility to board in order to be placed on orders for the program.

NOTE: In order to be placed on orders for the AECF, those soldiers that have been selected into the program will provide all post board documents a minimum of 60 days prior to their expected start of classes:

DO NOT send an incomplete packet, have all documents complete IAW the Post Board guidelines.

*** Keep in mind that the sooner you submit the Post Board Packet the sooner you will be placed on assignment in EDAS. . Alternates should, submit their Post Board Packet so if notified of activation from the alternate list they may be placed on assignment for school ASAP.

*** Once you have submitted the Post Board Packet the Program Director will review for completion and correctness. If there are any errors you will be notified via e-mail with a list of required corrections. Corrections should be addressed right away so as not to delay starting school.

*** Applicants must check with their PSB/PSC for their orders. The AECF Director does not produce or provide orders. Once orders are received the soldier will immediately fax or scan/email a copy to the AECF Director. Next, the soldier will make contact with the Program Manager at AMEDD Student Detachment for all further in-processing instructions.

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**Note: AECF Application packet should be assembled
and submitted in the following configuration**

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TAB # 1

A. DA Form 61 (application for appointment) Must complete the following Item #'s 1,2,6,7,8,9a,9b,10,11,12,13,14,15,16,17-also add your ako email address in that block,18,19,20a-c,21a-e,22,23a,24,25,26,27,28,30,31a-e,32,33,38 and 41. Digitally sign the DA 61 using CAC and date bottom of page #3, block 42. Ensure that you pay close attention to guidelines when completing DA Form 61. Failure to follow guidelines may result in immediate termination from application or termination from the program. Ensure that you list all dates of service from other branches or if you have breaks in service from the ARMY. The entries must match your DD 214's and/or NGB 22's. The DA 61 may be found on the AECF web page in the AECF Application Process folder.

NOTE: Ensure that all information on DA Form 61 block 26 is completed honestly and completely. This includes minor traffic violations and any law violations no matter the outcome.

B. PHYSICAL EXAMINATION Applicants must submit a **COMMISSIONING PHYSICAL IAW AR 40-501, Chapter 2**; Physical must be completed using the forms DD Form 2807-1 and DD Form 2808 (include all lab results, drug screen, hearing test, EKG). The physical must be less than one (1) year old at the time of the board. Ensure that all items are completed on the DD 2808 and DD 2807-1 e.g. HIV, HCG, DAT, Color Vision, etc.. If you have a permanent profile or a medical condition that requires a waiver it needs to be submitted early in the process to allow time for approval/disapproval. Submit all medical documentation related to profile or disqualifying medical condition to include current treatment and status with physical.

a. If you are found during your physical to be disqualified, type up a Memorandum for Record (MFR) that states clearly what your condition is and whether or not it impairs your performance in your current job and whether or not it would impair your ability to function as a nurse and that you are requesting a waiver to the disqualifying condition. Include **ALL** supporting consultation, physicians' recommendation and labs.

NOTE: Also, include any MFR's under Tab 1 as required for requesting waivers for Law violation (See item #26 of the DA Form 61 Yes answers), Age, Age-In-Grade and Time in Service.

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Tab #2

A. LETTER OF PURPOSE AND INTENT - This brief but important letter is your only opportunity to directly address the members of the selection board. The letter permits you to provide information not contained elsewhere in the application, to clarify or amplify application documents, and to explain your particular qualifications for AECF. The letter should be **no more than one page** in length; typed single spaced, and should address the following:

- a. Name, SSN, and request to be selected into the AMEDD Enlisted Commissioning Program (AECF).
- b. A brief statement expressing why you should be considered and an explanation of why you want to be an ARMY Nurse.
- c. Pick three of the "ARMY Values" that are important to you, why they are important to you, and how you excel in them.
- d. Closing paragraph.
- e. List the colleges you wish to attend in order of preference (Minimum of 3) and briefly explain why you chose each college.
- f. Any other pertinent information that the board should know.
- g. Write your letter using active voice.
- h. Have your letter reviewed by at least 3 other people.
- i. Spell check.

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Tab # 3

A. USAREC Form 195 (UF 195) will be used in place of a handwritten or typed Letter of Recommendation. Each (USAREC 195) must address your duty performance, competency, oral and written communication skills, motivation, character, maturity, potential for successful completion of training, and your potential as an Officer and a leader. Any scores of 5 or lower must be addressed in the Additional Remarks/Comments or on a separate MFR by the person completing it.

a. The best (USAREC 195) evaluates the soldier during the preceding 12 months. It is highly recommended that the (USAREC 195) be the last action done before the packet is sent to the AECF Program Manager.

b. UF 195 is **required** from the following individuals:

1. **Company Commander.**

2. **Immediate Supervisor.**

3. **Deputy Commander of Nursing at ARMY MTF.**

4. Others "no more than two (2)".

5. All UF 195's should be filled out electronically (Typed on computer) and digitally signed.

6. You should provide each (USAREC 195) author with a copy of your application to assist in writing an objective recommendation.

7. All UF 195's included in the application will be kept in the **original sealed envelopes** as received from the individual completing them until received and opened by the recruiter.

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Tab #4

A. Unconditional/Conditional Letter of Acceptance to the School of Nursing at the university you will be attending.

B. ONE COMPLETE SET of OFFICIAL TRANSCRIPTS: You must provide **“Official Transcripts”** for **ALL** undergraduate and graduate courses for inclusion in the application. Ensure name changes are noted on the DA 61 if transcripts are in former names. Transcripts stamped **“Issued to Student”** must be in a sealed envelope from the school. Transcripts in languages other than English must be translated prior to submission. **A transcript showing grades for courses in progress at the time of application should be forwarded for inclusion in the application packet.** It is your responsibility to ensure that official transcripts are stamped as official and are submitted with your application in **sealed envelopes unopened and placed under tab #4.** (Absolutely no E-transcripts)

(Transcript should ONLY be sent forward separately of packet by deployed or OCONUS stationed soldiers. All others will be sent up with the completed packet).

C. AMEDD Academic Worksheet UF 1235

- a. Fill out completely and electronically (typed on computer).
- b. List all schools ever attended, must match with information listed on the DA 61 section 21c.
- c. List all grades to include any “F”, “U” grades or “WF” grades.
- d. Do not list ACE, AARTS recommendations or Military Training as classes on the UF1235. Unless, your college has specifically awarded you credit for these on a transcript.
- e. Calculate each section separately and place that calculation in the total block at the bottom of each section using the GPA calculator at: <http://pages.cs.wisc.edu/~xiyang/gpacalc.html>
- f. Calculate your overall GPA, using the same GPA Calculator including all grades.
- g. Applicant must not have ever filed for **ACADEMIC BANKRUPTCY**.

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D. Withdraws from classes. If you retake a class that you have withdrawn from or failed we will only take the most recent class and that is the grade that will be counted.

Tab # 5

A. OMPF RECORDS

- a.** Applicants in the rank of SGT or above must submit **CERTIFIED TRUE COPIES** of all Non-Commissioned Officer Evaluation Reports (NCOER's) DA Form 2166-8.
- b.** A **CERTIFIED TRUE COPY** of all DA 1059's (Service School Evaluation Report) that you have received.
- c.** A **CERTIFIED TRUE COPY** of all awards (submit only award certificates not the DA 638's unless the award was downgraded from a higher award).
- d.** Include all prior service records i.e. DD 214 and/or NGB 22 from all branches of service (if applicable) or if you has a break in service from the Army.
- e.** You may also include any other pertinent certifications i.e. EFMB. Don't include BCLS, ACLS, TNCC, ect.
- f.** Any other pertinent information that the board should know.
- g.** Write your letter using active voice.
- h.** Have your letter reviewed by at least 3 other people.
- i.** Spell check.

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Tab # 6

A. Enlisted Record Brief (ERB) or (2-1 /2A) PERSONNEL QUALIFICATION

RECORD The soldier **MUST REVIEW** the ERB for accuracy. **Look closely at awards, decorations, and dependent/marital status, education level, etc. especially if in a dual military status.** The Military Personnel Office (MILPO) must **certify it as a true copy**. Applicant **must also, sign this copy to verify its correctness**. Ensure that an updated DA photo is on the ERB for E-6's and above. **USAR/ARNG soldiers** will need to submit their 2A/2-1 if the ERB is not available.

B. DA Photo All soldiers regardless of rank will obtain a hard copy of their DA photo (wearing either the Class A Dress Green or ARMY Service Uniform (ASU), and affix it to a blank 8.5 x 11 sheet of paper. Deployed soldiers, in areas where no DA Photo facilities exist may, take a ¾ length photo in ACU's. The deployed soldiers utilizing this option must not wear headgear, body armor, LBV, rucksacks, weapons, etc. in their photo. Ensure that all authorized skill tabs or badges are also worn on the ACU's i.e. EFMB, Airborne, Air Assault, Recruiter/Drill Badge, etc.

C. Curriculum Vitae (Resume) Must be typed and list all applicable data prior to joining the ARMY as well as while serving to include any prior service.

D. APFT Card DA 705 Must have taken and passed the standard Army Physical Fitness Test (APFT) during the FY of application. A record APFT signed and verified by the CDR or 1SG with a date no earlier than 1 Apr 2014 must be submitted with the application. Exceptions will be granted for waivers and deployed applicant on a case by case basis. All items must be completed to include Height, Weight and Body Fat if applicable. The APFT, Height/Weight and Body Fat must be provided as a **CERTIFIED TRUE COPY** by the CDR or 1SG. AECF Program Director has the right to request a new body fat test at anytime.

E. If applicable, applicants must include a copy of their English Comprehension Language Test (ECLT) Results.

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Tab # 7

A. DA FORM 4187 PERSONNEL ACTION Enter "AMEDD Enlisted Commissioning Program" in section III, item #8 under "other". The applicants "**YOUR**" **Battalion Commander** must sign this form with a signature date **within 90 days** of application deadline. "To" block will have the following: CDR, HQ, USAREC, 1307 Third Ave, Fort Knox, KY 40121. The "Remarks" section must contain the following information:

- a. Applicants "**YOUR**" current Height and Weight IAW AR 600-9. Include "Body Fat Content Worksheet" results, if applicable.
- b. Applicants "**YOUR**" APFT results (pass or fail) and date after 1 May 2013. Exception will only be granted to applicants applying for waivers and deployed applicants on a case by case basis.
- c. Previous participation in **ANY** commissioning program (AECF, IPAP, ROTC, OCS, etc.) and reason(s) for inability to complete the program.
- d. "I have read and understand the FY 15 AECF guidelines". The Soldier will then place their initials at the end of this statement.
- e. "I understand that after successful completion of an ASI producing course with a service remaining requirement, I must complete that requirement prior to AECF report date". The Soldier will then place their initials at the end of this statement.

NOTE: DA 4187 will be filled out electronically (Typed on computer) and digitally signed by both the applicant and the Battalion Commander.

B. DD Form 368 REQUEST FOR CONDITIONAL RELEASE (Reserve component soldier's only. Does not apply to AGR Soldiers)

To be filled out by AR/NG soldiers, and signed by appropriate authorities for approval in the AECF. The DD Form 368 should be submitted 120 days prior to Applicant "**YOU**" starting school.

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NOTE: AR Soldiers will submit a DD 368 through their chain of command both to board and again after the board if selected once they have received their unconditional letter of acceptance requesting Conditional Release to transfer to the Active Component. The DD 368 must be signed IAW the current OCAR Memorandum dated: 24 July 2008 Subject: ARMY Reserve Conditional Release Policy. This message provides instruction on how to process a conditional release for AR applicants to obtain a required discharge order from their current unit. All AR soldiers require a DD Form 368 signed or endorsed by their Battalion Commander in order for their application to be reviewed by the board.

a. Once boarded, USAR soldiers must have a DD Form 368 signed IAW current OCAR policy dated 24 July 2008 which states that for Soldiers with more than 24 months in the Selected Reserves approval/disapproval authority rests with the Major Subordinate Command (MSC) who may delegate it to the first General Officer in the Soldiers chain of command. For Soldiers with less than 24 months in the selected Reserves the approval authority rests with HQ, USARC. Note this only applies to USAR Soldiers. All AR, ARNG and AGR Soldiers will be brought back onto Active Duty status via MEPS processing.

b. In order to process back through the MEPS ALL, USAR, ARNG and AGR Soldiers must meet all Enlistment requirements as a Prior Service Soldier as outlined in Chapter 3 of AR 601-210.

c. All AR, ARNG and AGR applicants will have a grade determination done by HQ, US ARMY Recruiting Command (USAREC) prior to MEPS processing.

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Tab # 8

A. SECURITY CLEARANCE If, you currently hold a Secret level security clearance, a letter from your G-2 or S-2 security officer must be sent with your application for validation. It is your responsibility to have your Secret clearance initiated by your G-2 or S-2 if you do not currently hold a Secret level clearance. You must submit a memo along with your AECF application stating the date this action was initiated along with a copy of the EPSQ or the validation report that it was accepted for submission. **If it is determined that a Secret clearance cannot be obtained from the Investigation Service after acceptance to and participation in the AECF, the Soldier will be removed from the program and reassigned by his or her Enlisted Branch Manager based on the needs of the Army. The soldier will then be required to serve the incurred Active Duty Service Obligation (ADSO) of 4 years under his/her enlisted status and MOS.**

B. MILPO ELIGIBILITY STATEMENT This statement, signed by a MILPO official (**OIC or NCOIC E-6 or above**), verifies the applicant's eligibility to apply for participation in the AECF. It will be used to ensure that the soldier does not have any pending UCMJ action, bars to reenlistment, flagged records, etc. Commanders may verify the information that the MILPO cannot. It is the responsibility of the SOLDIER to ensure that this is included in the packet.

This statement will verify that:

- a.** A local records check has been made and the above named applicant is administratively qualified for appointment as a Commissioned Officer in accordance with AR 601-100.
- b.** The above named applicant does not have any pending or current UCMJ actions, bars to Re-enlistment or flagging actions.
- c.** There is evidence of a security clearance of secret, based on a National Agency Check, which includes the (**date**) the clearance was granted or initiated.
- d.** The applicant is not on PCS orders or pending reassignment.
- e.** Optional if applicable The applicant who holds MOS 68WM6 is currently licensed to practice as an LPN / LVN. (**Attach certified true copy of state license**)

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f. This application is not in contravention of AR 600-8-2.

C. COPY OF LAST PCS ORDERS

a. ALL Active Duty applicants must include a copy of their most recent PCS orders.

- ❖ Place documents behind appropriate tabs numbered 1-8.
- ❖ Send or take completed packet to your AMEDD recruiter for processing. Recruiter will make contact with applicant to address call outs for additional documents needed.
- ❖ **DO NOT bring an incomplete packet to the recruiter. Have all documents complete based on the application guidelines. Packets may be returned without action (RWOA) (unless previous coordination with AECF Manager has been made), if incomplete or the Current FY Guidelines were not used.**
- ❖ **DO NOT** contact the AECF Director once the board convenes to inquire about results.
- ❖ An **Official MILPER Message** will be generated to announce the board results. The message will be published only after **Human Resource Command (HRC)** has officially released the selectee's and alternates for participation in the program. This process can take up to 90 days.
- ❖ Applicants will incur an ADSO of 4 years for the first 24 months or portion thereof while in the program. Soldier's may be required to reimburse the United States government for cost of advanced education for taking part in a fully funded long term civilian training program if they fail to complete the appropriate ADSO as set forth in AR 351-3. If selected for the AECF; prior to being placed on orders Soldiers must provide proof to the AECF Manager Program Director that they have either re-enlisted for 6 years or that they are classified as indefinite.
- ❖ Appointment as a Regular ARMY officer in the Army Nurse Corps incurs a **4-year ADSO**. Once you have completed the **AMEDD Officer Basic Leader's Course** and arrive at your permanent duty station, send a request through your local military personnel office to merge your enlisted records with your commissioned record.

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Applicable References:

AR 40-501 - Standards of Medical Fitness

AR 351-3 - Professional Education and Training Programs of the ARMY Medical Department

AR 600-8-2 - Suspension of Favorable Personnel Actions (FLAGS)

AR 600-9 - The ARMY Weight Control Program

AR 601-100 - Appointment of Commissioned and Warrant Officers in the Regular ARMY

AR 601-210 - Active and Reserve Components Enlistment Program

AR 621-1 - Training of Military Personnel at Civilian Institutions

UR 601-37 - ARMY Medical Recruiting Program

Reference publications can be reviewed at: <http://www.apd.army.mil>

Contact Information:

AECF Program Director

ATTN: RGHS-AN-AECF
HQ, USAREC,
1307 3rd AVE
FORT KNOX, KY 40121-2726

(502)626-0361

DSN 536-0361

Fax (502) 626-1916

AECF@usarec.army.mil

To learn more about the AMEDD Enlisted Commissioning Program log on to

<http://www.usarec.army.mil/mrb/AECF/index.shtml>

Accreditation Commission for Education In Nursing (ACEN)

www.acenursing.net/acenursing/ACEN

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The Commission on Collegiate Nursing Education (CCNE)

<http://www.aacn.nche.edu/accreditation/>

Army Nurse Corps

<http://armynursecorps.amedd.army.mil/>

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Appendix A

DA Form 61

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Appendix B

UF 1276 Pre-Board Application Checklist

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Appendix C

Tab 1

DA 61, Physical Exam and waiver requests

Tab 2

Letter of Intent

Tab 3

UF 195's

Tab 4

Transcripts, UF 1235

Tab 5

NCOER's, DA 1059's,
Awards, DD 214/NGB 22

Tab 6

ERB, DA Photo, CV and APFT Card

Tab 7

DA 4187, DD 368 (USAR and ARNG)

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Tab 8

Security Clearance verification, MILPO eligibility
statement, Copy of last PCS orders

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Appendix D

Post Board

Tab 1

UF 1276-A

Post Board

Tab 2

Letter of Acceptance and DA 2125

Post Board

Tab 3

UF 1280

Post Board

Tab 4

UF 1281

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Tab 5

Updates/PCS Orders/Reenlistment Documents

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Appendix E

ARMY Reserve Conditional Release Policy